

GENERATE CSA UTILIZATION REPORTS

User Manual

Read this manual before operating the system, and for future reference.



Last updated on: April 24, 2018

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Accessing CSA Utilization reports

1. Click on Statistics and Publications, then on Statewide Statistics link.

What's New:

New reports (Service Gap Survey, Juvenile and Criminal Justice Outcomes, FY2016 Performance Measures) are now available in the Statistics and Publications section of the website.

Applications

- Local Government Reporting
- OCS Helpdesk
- CANVaS 2.0
- Policy Public Comments Form
- CSA Knowledge Center
- Service Fee Directory
- Training Calendar
- CANS Training
- Account Management System

What is CSA

The Children's Services Act (CSA) is now the name for a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

Welcome to OCS - Scott Reiner, Executive Director

Welcome to the website for the Children's Services Act (CSA) and the Office of Children's Services (OCS). This website is one part of our effort here at OCS to provide the highest quality information and support to the public, our state government partners, and local CSA programs in the spirit of "empowering communities to serve youth." The site contains a wealth of materials and I am confident it is a valuable resource.

In the 2017 fiscal year, CSA served over 15,000 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$370 million, CSA is a major contributor to supporting the system of care in Virginia. We are proud partners with state agencies, local government, public and private service providers, and parents and families in improving lives and communities. Thank you for visiting the CSA website.

2. Then click on CSA Utilization Reports.

CSA Statewide Statistics Public

- Performance Dashboard**
Provides a comparison of state and local performance on key CSA indicators.
- CSA Utilization Reports**
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information.
[User Guide to producing CSA Utilization Reports](#)
- CSA Pool Expenditure Reports**
Current and historical information on CSA Pool system. Medicaid Reports: Locality Allocations
- CSA Filing Status Report**
Filing Status Report

3. Once on the CSA Utilization reports screen you will first need to:

1. Select a Report Type from the drop down list

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: —Please Select Report Type—

- Locality - Service Placement Type
- Statewide - Service Placement Type
- Locality - Primary Mandate Type
- Statewide - Primary Mandate Type
- Locality - Service Name
- Demographic
- Locality Comparison Report

The following are the report types

- a. Locality – Service Placement Type
- b. Statewide – Service Placement Type
- c. Locality – Primary Mandate Type
- d. Statewide – Primary Mandate Type
- e. Locality – Service Name
- f. Demographic
- g. Locality Comparison

The Filter selections vary depending on the Report Type selected.

Reports: Locality–Service Placement Type, Statewide–Service Placement Type, Locality–Primary Mandate Type, Statewide–Primary Mandate Type, Demographic

For the above reports, the filter selections are as follows:

Step 1: Select the Fiscal Year from the dropdown list.

The screenshot shows the 'CSA Utilization Reports' form. At the top, there is a navigation bar with links: Home, About, Parents & Family, Local Government, Resources, Statistics and Publications, and Contacts. Below the navigation bar, the form has a title 'CSA Utilization Reports' and two links: 'Return To Main' and 'Return To Home'. A disclaimer states: 'Disclaimer: Data is as submitted by Localities, not verified by OCS.' The form contains several dropdown menus and a 'View Report' button. The 'Report Type' dropdown is set to 'Locality - Service Placement Type'. The 'Fiscal Year' dropdown is highlighted with a red dashed arrow pointing to it, and it shows a list of years: 001 - Accomack, 003 - Albemarle, and 005 - Alleghany. The 'Quarter' dropdown is also highlighted with a red dashed arrow pointing to it, and it shows a list of quarters: All, PMT 1 - Foster Care Abuse/Neglect - Prev, PMT 2 - Foster Care Abuse/Neglect - DSS, and PMT 3 - Foster Care Abuse/Neglect - Loca. The 'Report Filter 1' dropdown is set to 'All' and the 'Report Filter 2' dropdown is set to 'All'. The 'View Report' button is located at the bottom right of the form.

Step 2: Select the quarter from dropdown list (This represents the quarter within the fiscal year)

The screenshot shows the 'CSA Utilization Reports' form. At the top, there is a navigation bar with links: Home, About, Parents & Family, Local Government, Resources, Statistics and Publications, and Contacts. Below the navigation bar, the form has a title 'CSA Utilization Reports' and two links: 'Return To Main' and 'Return To Home'. A disclaimer states: 'Disclaimer: Data is as submitted by Localities, not verified by OCS.' The form contains several dropdown menus and a 'View Report' button. The 'Report Type' dropdown is set to 'Locality - Service Placement Type'. The 'Fiscal Year' dropdown is set to '001 - Accomack'. The 'Quarter' dropdown is highlighted with a red dashed arrow pointing to it, and it shows a list of quarters: All, PMT 1 - Foster Care Abuse/Neglect - Prev, PMT 2 - Foster Care Abuse/Neglect - DSS, and PMT 3 - Foster Care Abuse/Neglect - Loca. The 'Report Filter 1' dropdown is set to 'All' and the 'Report Filter 2' dropdown is set to 'All'. The 'View Report' button is located at the bottom right of the form.

Step 3: Select Report Filter 1

- For Locality Service Placement Type or Locality Primary Mandate Type or Locality Service Name reports users can select individual locality or click hold CTRL key and click for multiple localities or select all
- For Statewide- Service Placement Type reports users can select individual service placement type or click hold CTRL key and click for multiple SPT or select all
- For Statewide- Primary Mandate Type reports users can select individual primary mandate types or click hold CTRL key and click for multiple PMT or select all
- For Demographic reports users can select individual locality or click hold CTRL key and click for multiple localities or select all

Office of Children's Services
Improving connections to care plans

Home About Parents & Family Local Government Resources Statistics and Publications Contacts

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: --Please Select--

Quarter: --Please Select--

Report Filter 1: All, 001 - Accomack, 003 - Albemarle, 005 - Alleghany

Report Filter 2: All, PMT 1 - Foster Care Abuse/Neglect - Prev, PMT 2 - Foster Care Abuse/Neglect - DSS, PMT 3 - Foster Care Abuse/Neglect - Loca

View Report

Step 4: Select Report Filter 2

- For Locality Service Placement Type: users can select individual PMT or select all or click hold CTRL key and click for multi-select
- For Locality Primary Mandate Type : users can select individual SPT or select all or click hold CTRL key and click for multi-select
- For Locality Service Name reports users can select individual Service Name or select all or click hold CTRL key and click for multi-select

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Home About Parents & Family Local Government Resources Statistics and Publications Contacts

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: --Please Select--

Quarter: --Please Select--

Report Filter 1: All, 001 - Accomack, 003 - Albemarle, 005 - Alleghany

Report Filter 2: All, PMT 1 - Foster Care Abuse/Neglect - Prev, PMT 2 - Foster Care Abuse/Neglect - DSS, PMT 3 - Foster Care Abuse/Neglect - Loca

View Report

Step 5: To “view” report, click on View Report Button

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: 2017

Quarter: Q4

Report Filter 1: All
001 - Accomack
003 - Albemarle
005 - Alleghany

Report Filter 2: All
PMT 1 - Foster Care Abuse/Neglect - Prev
PMT 2 - Foster Care Abuse/Neglect - DSS
PMT 3 - Foster Care Abuse/Neglect - Loca

View Report

Loading...

Based on the selects, when the users clicks on “View Report” the report is displayed on the screen, A report similar to the following report is displayed.

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Primary Mandate Type

Fiscal Year: 2018

Quarter: Q2

Report Filter 1: All
001 - Accomack
003 - Albemarle
005 - Alleghany

Report Filter 2: All
SPT 1 - Community Service
SPT 2 - Community Transition Services
SPT 3 - Intensive Care Coordination

View Report

1 of 1 100% Find Next

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Locality - Primary Mandate Type

Data Source : LEDRS

Fiscal Year 2018 Quarter 2

Selected Locality(s) 130 of 130 Localities reporting

Selected Service Placement Type(s) All

PMT	PMT Description	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Foster Care Abuse/Neglect - Prevention	1567	130,018	\$5,387,747	\$3,438.26	\$41.44	78.18
2	Foster Care Abuse/Neglect - DSS Non-Custodial Agreement	63	2,287	\$335,346	\$5,322.95	\$146.63	33.14
3	Foster Care Abuse/Neglect - Local DSS Entrustment/Custody	4378	521,335	\$55,842,700	\$12,755.30	\$107.11	105.90
4	Foster Care Child in Need of Services (CHINS) - Prevention	1050	93,817	\$5,128,008	\$4,883.82	\$54.66	84.52
5	Foster Care CHINS - CSA Parental	794	77,182	\$12,198,203	\$15,362.98	\$158.04	82.90
6	Foster Care CHINS - Entrustment/Custody	425	39,181	\$4,923,823	\$11,585.47	\$125.67	89.25
7	Foster Care - Court Ordered for Truancy	44	2,918	\$380,459	\$8,646.80	\$130.38	64.84
8	Foster Care - Court Ordered for Delinquent Behaviors	136	14,757	\$1,606,404	\$12,473.56	\$114.96	103.20
9	WRAP Around Services for Students with Disabilities	256	19,452	\$833,245	\$3,254.86	\$42.84	64.62
10	Special Education Services	3016	368,454	\$66,277,772	\$21,975.39	\$179.88	103.47
11	Non-Mandated Only	552	49,857	\$2,079,061	\$3,766.41	\$41.70	81.47
	Statewide Total	10,703	1,319,258	\$155,082,768	\$14,489.65	\$117.55	123.26

Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall affect the Totals.

Step 6: To “print” a report, click on the printer icon



CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: 2017 Quarter: Q4

Report Filter 1: All
001 - Accomack
003 - Albemarle
005 - Alleghany

Report Filter 2: All
PMT 1 - Foster Care Abuse/Neglect - Prev
PMT 2 - Foster Care Abuse/Neglect - DSS
PMT 3 - Foster Care Abuse/Neglect - Loca

[View Report](#)

1 of 1 100% Find | Next

Office of Children's Services

Step 7: To “export” a report, click on the save icon



Export the displayed report in any of the listed formats.

CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality - Service Placement Type

Fiscal Year: 2017 Quarter: Q4

Report Filter 1: All
001 - Accomack
003 - Albemarle
005 - Alleghany

Report Filter 2: All
PMT 1 - Foster Care Abuse/Neglect - Prev
PMT 2 - Foster Care Abuse/Neglect - DSS
PMT 3 - Foster Care Abuse/Neglect - Loca

[View Report](#)

1 of 1 100% Find | Next

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Locality - Service Placement Type

Data Source: All

Fiscal Year: 2017

Selected Locality(s) 130 of 130 Localities reporting

Selected Primary All

Mandate Type(s)

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

SPT	SPT Description	Unduplicated Child Count	#Service days	Total Gross YTD	Avg Expenditure per Child	Per Diem	Avg Length of Stay
1	Community Service	9177	849,235	\$44,510,070	\$4,850.18	\$52.41	92.52
2	Community Transition Services	217	11,758	\$861,026	\$3,967.86	\$73.23	54.18
3	Intensive Care Coordination	587	46,674	\$2,944,591	\$5,016.34	\$63.09	79.51
4	Intensive In-Home	379	31,177	\$1,907,825	\$5,033.84	\$61.19	82.04
5	Wrap-Around Services for Students With Disabilities	453	47,069	\$2,737,000	\$6,041.94	\$58.15	103.91
6	Special Education Private Day Placement	3817	872,681	\$156,845,360	\$41,038.87	\$179.50	228.57
7	Family Foster Care Basic Maintenance Payments Only	0	0	\$0	\$0.00	\$0.00	0.00

Locality Comparison Report

Step 1: Select one fiscal year from the dropdown

Step 2: Select which quarter within the fiscal year you would like to view

Step 3: Select the either one of the radio button By Service Placement Type or By Primary Mandate Type. Depending on this selection, the Report Filter 2 is populated. Select All or Single or Multi (using Ctrl-click)

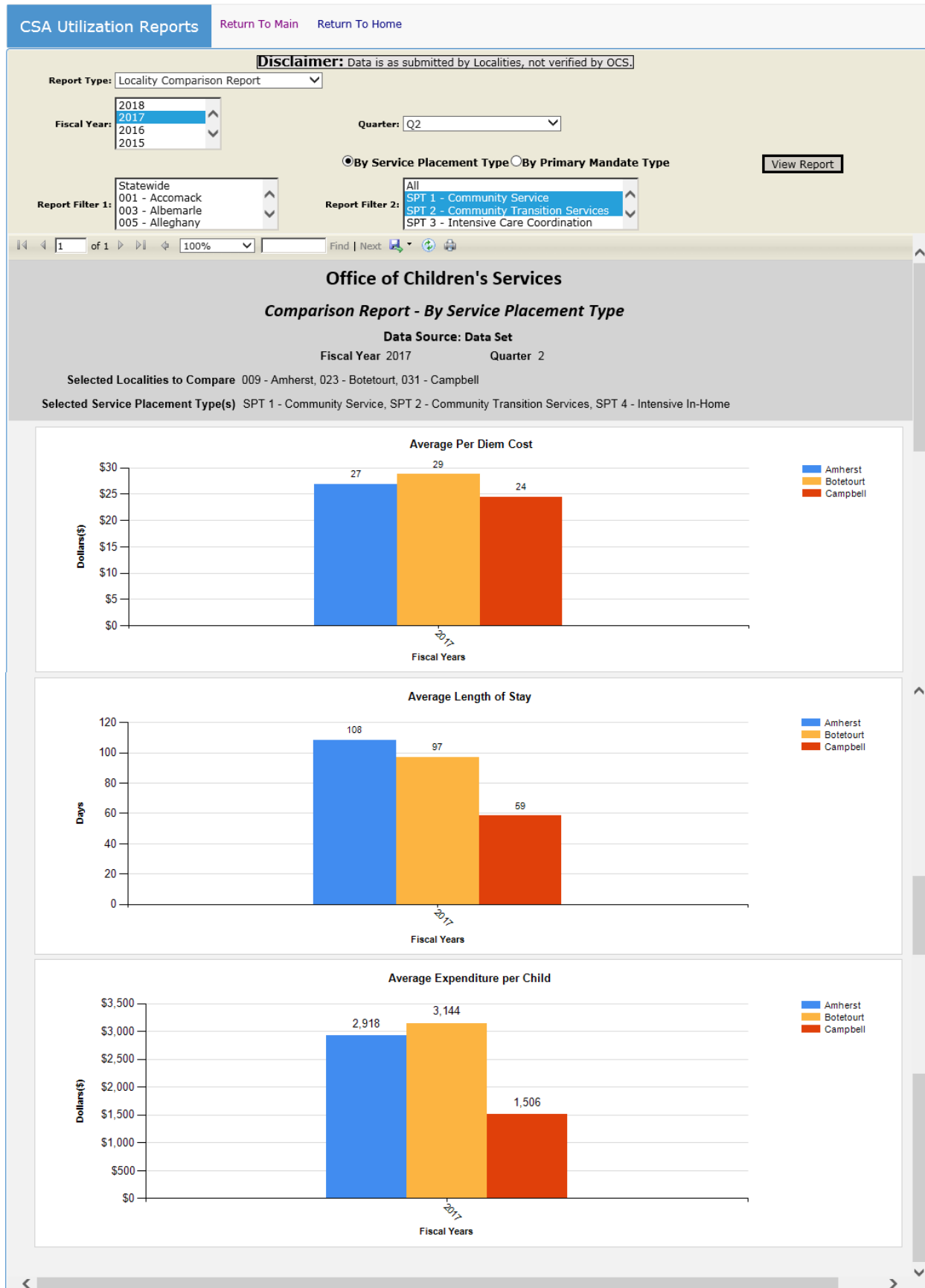
Step 4: From report filter 1: Select 2 or more localities/statewide. Up to 5 localities, including statewide can be selected at a time. Multi-select is done using the Ctrl click feature

Step 5: To “view” report, click on View Report Button

The screenshot shows a web form titled "Locality Comparison Report" with a disclaimer: "Data is as submitted by Localities, not verified by OCS." The form includes the following elements:

- Report Type:** A dropdown menu set to "Locality Comparison Report".
- Fiscal Year:** A dropdown menu with options 2018, 2017, 2016, and 2015. A red number "1" is next to it.
- Quarter:** A dropdown menu with the text "--Please Select--". A red number "2" is above it.
- Radio Buttons:** Two options: "By Service Placement Type" and "By Primary Mandate Type". A red number "3" is next to the second option, with a red arrow pointing to it.
- Report Filter 1:** A dropdown menu with options: "035 - Carroll", "036 - Charles City", "037 - Charlotte", and "041 - Chesterfield". A red number "4" is next to it.
- Report Filter 2:** An empty text input field.
- View Report Button:** A yellow button with the text "View Report". A red number "5" is next to it.

The following report is displayed



Step 6: To “print” a report, click on the printer icon



CSA Utilization Reports [Return To Main](#) [Return To Home](#)

Disclaimer: Data is as submitted by Localities, not verified by OCS.

Report Type: Locality Comparison Report

Fiscal Year: 2018
2017
2016
2015

Quarter: Q2

☒ By Service Placement Type ☐ By Primary Mandate Type

Report Filter 1: Statewide
001 - Accomack
003 - Albemarle
005 - Alleghany

Report Filter 2: All
SPT 1 - Community Service
SPT 2 - Community Transition Services
SPT 3 - Intensive Care Coordination

[View Report](#)

1 of 1 100%

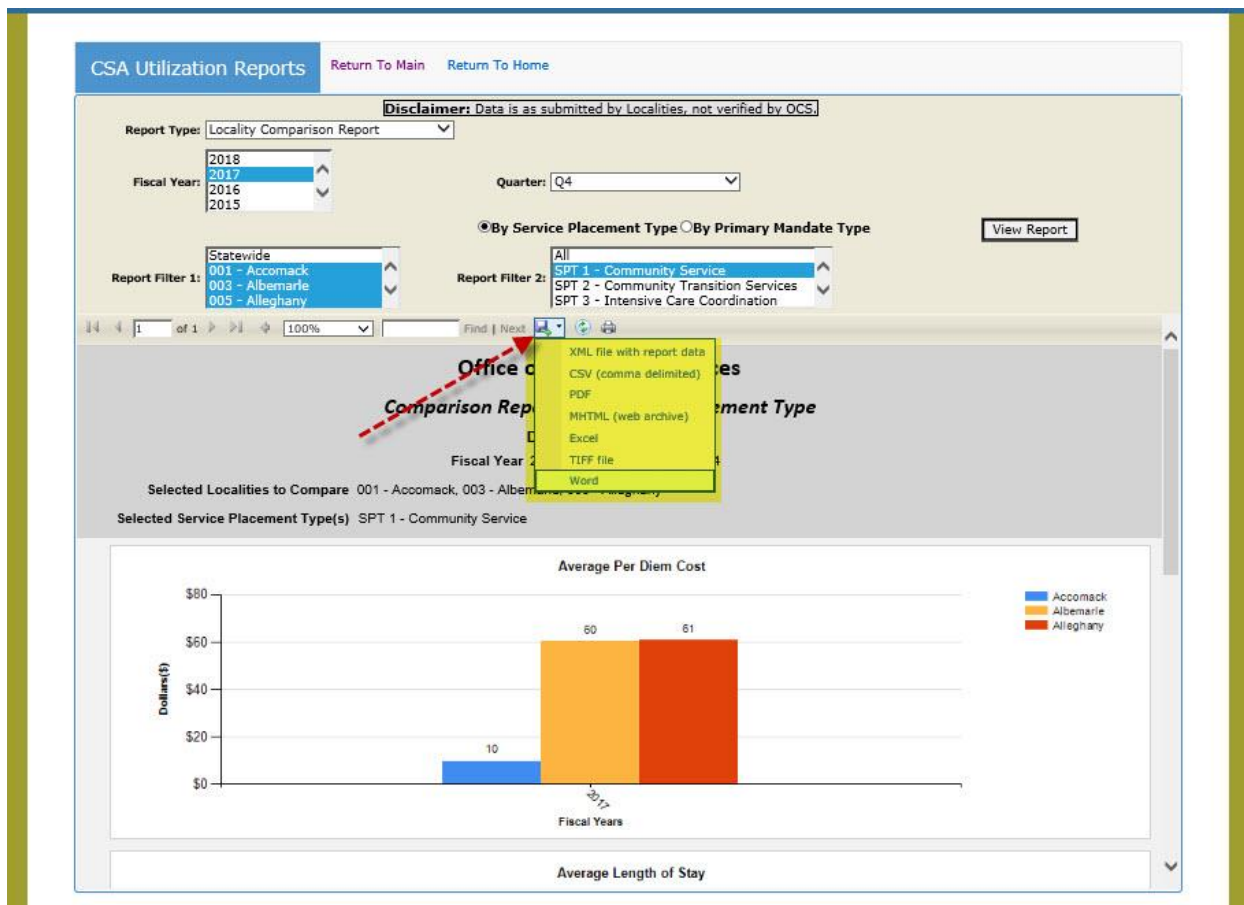
Find | Next

Office of Children's Services
Comparison Report - By Service Placement Type
Data Source: Data Set
Fiscal Year 2017 Quarter 2
Selected Localities to Compare 009 - Amherst, 023 - Botetourt, 031 - Campbell
Selected Service Placement Type(s) SPT 1 - Community Service, SPT 2 - Community Transition Services, SPT 4 - Intensive In-Home

Step 7: To “export” a report, click on the save icon



Export the displayed report in any of the listed formats.



General guidance to create CSA Utilization reports

- There are 7 available Types of Reports
 - Locality – Service Placement Type (SPT)
 - Statewide – Service Placement Type (SPT)
 - Locality – Primary Mandate Type (PMT)
 - Statewide – Primary Mandate Type (PMT)
 - Locality – Service Name
 - Demographic
 - Locality Comparison Report
- Dependent on the report selected, the reporting will display:
 - By locality
 - By Mandate Type
 - By Service Placement Type
- The following information is provided on each Locality or Statewide report
 - Unduplicated Child Count
 - # of Service Days
 - Total YTD (expenditures)
 - Average expenditure per child
 - Per Diem cost (cost per day)
 - Average Length of Stay
- The following comparisons are provided in the Locality Comparison Report
 - Average Per Diem Cost
 - Average Length of Stay
 - Average expenditure per Child

Locality Service Placement Type (SPT) – This report returns information on a single (or multiple) selected localities for selected placement types:

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting “Locality Service Placement Type”
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage “View Report”
- Note: The selected locality (localities) and selected Primary Mandate Types will appear in the upper left hand section of the report

Statewide Service Placement Type (SPT) – This report returns information on single (or multiple) service placement types listing for all localities (statewide).

- Select the applicable fiscal year (2009 – 2014)

- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting “Statewide Service Placement Type”
- Select Filter 1, representing the service placement type(s) desired
- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage “View Report”
- Note: The selected service placement type(s) and/or primary mandate types will appear in the upper left hand section of the report

Locality Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT).

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting “Locality – Primary Mandate Type”
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Service Placement Types desired.
- Engage “View Report”
- Note: The selected locality (localities) and/or service placement types will appear in the upper left hand section of the report.

Statewide Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT) for all localities (statewide).

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting “Statewide – Primary Mandate Type”
- Select Filter 1, representing the Primary Mandate Type(s) desired
- Select Filter 2, representing the Service Placement Types desired.
- Engage “View Report”
- Note: The selected primary mandate type(s) and/or service placement type(s) will appear in the upper left hand section of the report.

Demographic - This report returns information on a single (or multiple) selected locality demographics. Information returned includes gender, ethnicity, age and referral source.

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting “Demographic”
- Select Filter 1, representing the desired
- There is no option for filter 2 - ignore.
- Engage “View Report”
- Note: The unduplicated census will appear in the upper left had corner for the locality (localities selected).

Technical Assistance on the CSA Utilization reports please contact: [OCS Help Desk](#)